



**Administration Assistant
To start 1st September 2022**

Hours: 11am to 4pm Monday to Friday (39 weeks, term time plus 1 week)
Required from: 1st September 2022
Salary: Grade 2 Point 3 (£18,887 FTE)
Place of work: St Louis Catholic Academy, Fordham Road, Newmarket, CB8 7AA

We seek to appoint an experienced part-time Administration Assistant to join our friendly team. We are looking for someone who;

- pays attention to detail;
- has good organisational skills;
- is competent with Microsoft Office;
- is a good team player;
- can be flexible to undertake additional hours if required;
- has previous experience although on the job training can be provided.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A Disclosure and Barring Service Check is required for all successful applicants, together with two referees.

For an application pack or to discuss the position, please contact Antoinette Jones, Senior Admin Assistant, St Louis Catholic Academy, Fordham Road, Newmarket, Suffolk, CB8 7AA, tel: 01638 662719, email antoinettejones@stlouisacademy.co.uk or visit our website at www.stlouisacademy.co.uk

Closing date for applications: 12 noon on Thursday 23rd June 2022

The School reserves the right to interview prior to the closing deadline, so early applications are encouraged.

Interviews: TBC